

**DOCUMENT NAME: Blanket Purchase Agreement (BPA)
for Household Goods Shipment**
DAFIS DOCUMENT TYPE: 17

1. **Description:** Used for repetitive services from local carriers in connection with a GBL for unaccompanied baggage on PCS moves. Calls are placed against the existing BPA.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
3. **Related Forms:** *CG-5131, Standard Travel Order For Military Personnel
*DD-214, Certificate of Release or Discharge from Active Duty
DD-1299, Application for Shipment and/or Storage of Personal Property
BPA Call Record Sheet
*Authorization Letter for Retirement

Note: *One of these will apply to each shipment on a BPA.

4. Document Number:

Note: The document number will only appear on call record sheet. Block 4 of the CG-5398 (or OF-347) should be blank.

- a. The TONO number from the PCS orders will be used for the document number.

SAMPLE: 1794234P12345

Document Type	FY Funded	Last nine digits of TONOSuffix
17	94	234P12345

- b. For PCS move supported by DD-214, member's Social Security Number is used in lieu of TONO.

SAMPLE: 1794123121234

Document Type	FY Funded	Member's Social Security NumberSuffix
17	94	123121234

Note: The suffix will be assigned by FINCEN. FINCEN will use D0_, the last digit corresponding to month service was provided, D01-OCT, D02-NOV, etc.

5. **Accounting Line:** Will be recorded on Call Record Sheet for each shipment. Different lines of accounting are allowed on one call record sheet. Unit must provide accounting line for each shipment.

SAMPLE: 2/P/401/299/22/0/22/78040/2221

6. FINCEN Critical Processing Requirements:

- a. Units must ensure the following information is provided on completed OF-347's:
 - (1) DTCC number - block 3.
 - (2) Five digit OPFAC of Contracting Office - block 5.
 - (3) Unit name, address, and phone number - blocks 5 and 6.
 - (4) Vendor name and address - block 7.
 - (5) Shipping terms - block 12.
 - (6) Block 17 MUST contain a general description of supplies or services to be provided, the specified time period of the agreement, the dollar limitation of each individual purchase, a list of individuals authorized to purchase under the BPA (title or position or name of the individual), vendor invoicing/delivery ticket instructions.
 - (7) Proper Mail To: instructions - Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114 - block 21.
 - (8) Contracting Authority signature - block 23.

COPIES OF DOCUMENTS SUBMITTED MUST BE LEGIBLE AND INCLUDE ALL PAGES OF THE ORDER.

- b. Call record sheets must be submitted to provide receiving report information and document number identification for BPA purchases. The following information must be provided:
 - (1) Vendor name.
 - (2) DAFIS document number.
 - (3) Date and number of call.
 - (4) Signature of caller.
 - (5) Brief description of delivery ticket number.
 - (6) Authorized amount.
 - (7) Accounting data.
- c. Units must promptly forward call sheets to facilitate FINCEN receipt by the 5th work day following the end of the billing period.

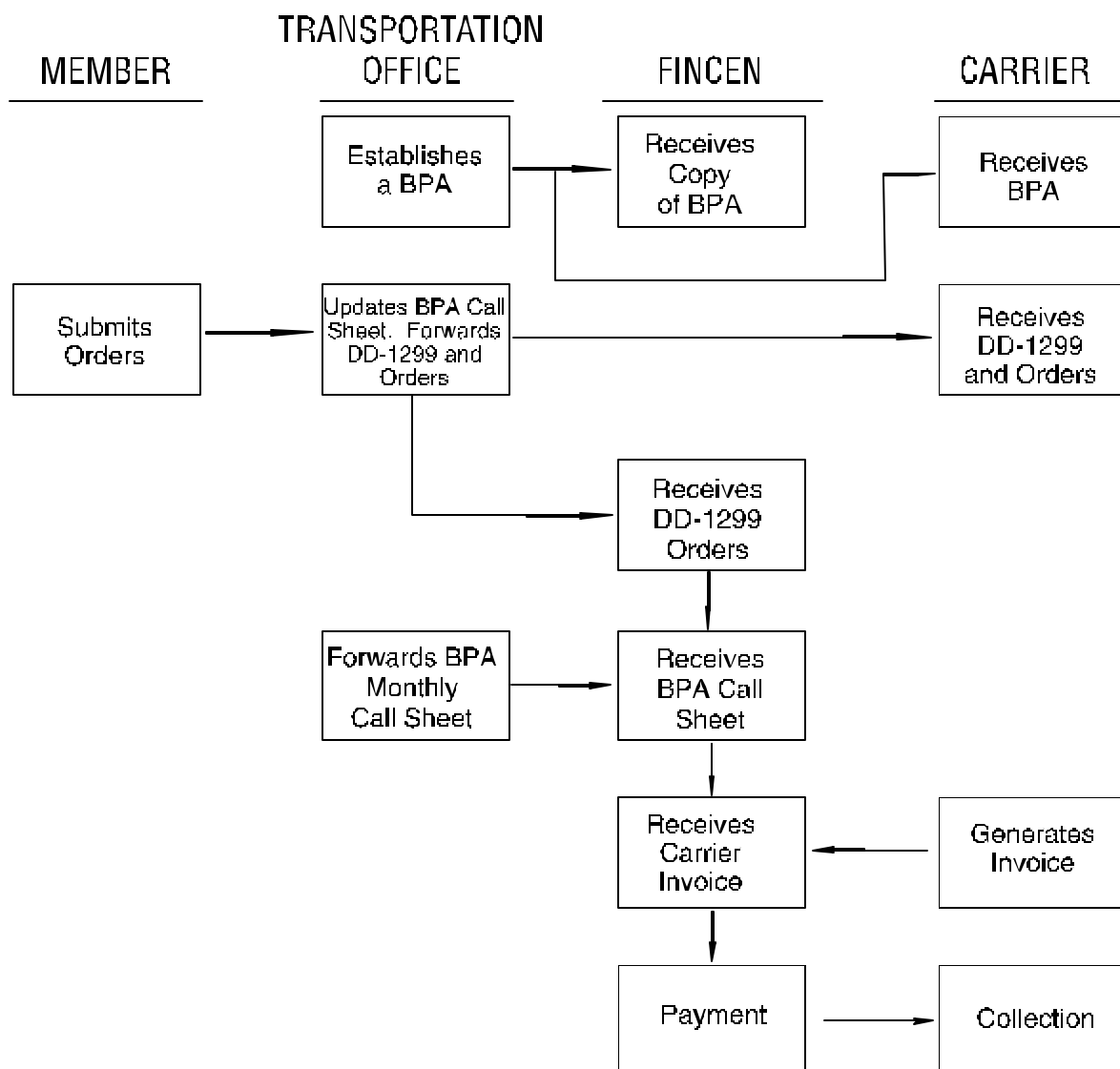
COPIES OF DOCUMENTS SUBMITTED MUST BE LEGIBLE**7. Other Information:** None.

8. LUFS Information:

- a. Obligation will transmit electronically via LUFS.
- b. A copy of the form should be mailed to FINCEN and should have the statement on the face of the document.

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"

- c. When transmitting to FINCEN only the obligation accounting information (XA record) will be sent.

9. Document Flow:**Figure 12C-34 Blanket Purchase Order for Household Goods Shipment**

9. a. Figure 12C-34 describes the procedures for processing Blanket Purchase Order for Household Goods Shipment.
- b. Blanket purchase agreement is established between transportation office and the carrier. Copies are sent to the carrier and Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114.
- c. The member submits sufficient copies of orders to satisfy distribution requirements to the transportation office.
- d. Transportation office calls vendor for shipment, updates call record sheet, and forwards DD-1299 and orders to carrier and Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114.
- e. Carrier forwards necessary documents to FINCEN for payment.
- f. Transportation office forwards record call sheet to Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114 on monthly basis.
- g. FINCEN matches call record sheet information with vendor invoice and processes for payment.

10. **Sample Forms:** See Figures 12C-35 and 12C-36.

11. **PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1794234P12345D01	103F	94100F242	78040	2221	0.00	0.00	0.00	65.00

12. **References:**

- a. COMDTINST M4050.6, Coast Guard Personal Property Transportation Manual.
- b. COMDTINST M4600.12, Travel Manual.
- c. Joint Federal Travel Regulations, Volume I.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131 (Rev. 8-84)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL		DATE	
FROM: SUPERINTENDENT, U.S. COAST GUARD ACADEMY				1. TRAVEL ORDER NO. CIC-G 1294234P12345	
TO: ENS S. N. Smithe, 123-12-1234				2. AUTHORITY COMDT MSG 0200232 APR 94	
VIA:					
3. PROCEED AND REPORT IN THE ORDER LISTED BELOW:					
STATION/PLACE		NATURE OF DUTY		REPORTING TIME/DATE	
COMMANDING OFFICER		FASDU			
USCGC Niversail		(OBC 12345B)		RPT NLT 94 JAN 22	
		(BCN 1234567)			
4. 3. THIS ORDER CONSTITUTES A PERMANENT CHANGE OF STATION FROM NEW LONDON, CT TO PORTSMOUTH, VA					
X D. PERMANENT STATION REMAINS					
X C. SUBMIT A NEW CG-3698, OFFICER ASSIGNMENT DATA CARD OR CG-4526, ENLISTED ASSIGNMENT/DATA FORM, AS APPLICABLE, IN ACCORDANCE WITH CURRENT DIRECTIVES.					
5. UPON COMPLETION OF THIS TEMPORARY ADDITIONAL DUTY, YOU WILL RETURN TO YOUR REGULAR STATION AND RESUME YOUR REGULAR DUTIES. <input type="checkbox"/> VISIT/REVISIT AUTHORIZED IN CONNECTION WITH THIS TEMPORARY ADDITIONAL DUTY.					
6. DELAY AUTHORIZED: (Days) LEAVE, OTHER DELAY AS AUTHORIZED BY REGULATIONS OR ENDORSEMENT HEREON.					
7. LEAVE (Address/Phone)				8. RECORDS DISPOSITION: SERVICE: MAILED PAY: PPC HEALTH: MAILED	
9. TRAVEL NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:					
APPROPRIATION	OPERATING GUIDE	COST ACCOUNT	OBJECT ACCOUNT	PROJECT NUMBER	
6940201	---	SEE BELOW	---	---	
10. TRAVEL IS AUTHORIZED OR DIRECTED AS INDICATED BELOW: (Check appropriate block)					
X A. FOR ENLISTED PERSONNEL PERMANENT CHANGE OF STATION ONLY (Including temporary duty en route): TRAVEL BY PRIVATELY OWNED CONVEYANCE IS AUTHORIZED. (See Section 4-D, Personnel Manual)					
B. TRAVEL VIA GOVERNMENT TRANSPORTATION IS DIRECTED BEYOND THE CONTINENTAL LIMITS OF THE U.S. WHEREVER AVAILABLE. TRAVEL VIA COMMERCIAL CARRIER IS AUTHORIZED WHEN GOVERNMENT TRANSPORTATION IS NOT AVAILABLE. FOR MAC, CLASS TWO PRIORITY IS CERTIFIED.					
C. TRAVEL IS DIRECTED BY COMMERCIAL CARRIER ON TRANSPORTATION REQUESTS, WHEN TRANSPORTATION REQUESTS ARE AVAILABLE, OTHERWISE AT OWN EXPENSE, SUBJECT TO REIMBURSEMENT.					
X D. TRAVEL AT OWN EXPENSE IS AUTHORIZED, SUBJECT TO REIMBURSEMENT. (This alone does not authorize Enlisted Personnel to travel by privately owned conveyance.)					
E. FOR TEMPORARY ADDITIONAL DUTY ORDERS ONLY: (1) Travel by privately owned conveyance is authorized and is more advantageous to the Government. (2) Travel by privately owned conveyance is authorized. (Authorized only when sufficient leave to allow safe driving is granted.)					
11. A RELEASE FROM MANDATORY ASSIGNMENT TO GOVERNMENT HOUSING MUST BE OBTAINED FROM YOUR NEW COMMAND PRIOR TO PROCURING HOUSING IN THE CIVILIAN SECTOR OF THE AREA SURROUNDING YOUR NEW DUTY STATION.					
12. ADDITIONAL INSTRUCTIONS ACCTG DATA: 6940201 2/P/401/299/22/0/22/78040/2104 AUTHORIZED ADVANCE MILEAGE AND PERDIEM AUTHORIZED 30 DAYS NONCHARGEABLE GRADUATION LEAVE. MEMBERS HOME OF RECORDS: ANYTOWN, NY					
13. DISTRIBUTION: COMDT(G-PIM-2/0), ACADEMY (PRU/PE/CA/ACD/SR), CG FINCEN, USCGC					
14. AUTHENTICATING SIGNATURE R. K. GUARD, YNCS, USCG			15. ORDERS RECEIVED (Date, Place, Signature of Traveler) 93 DEC 22 NEW LONDON, CT		

PREVIOUS EDITION MAY BE USED

SN 7330-01-GF2-5950

Figure 12C-35 CG-5131, Standard Travel Order for Military Personnel

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY (Before completing form, read Privacy Act Statement on reverse)		1. DATE PREPARED (YYMMDD) 93 - NOV - 12		2. SHIPMENT NUMBER 1/2	
3. NAME OF PREPARING OFFICE TRANSPORTATION OFFICE USCG ACADEMY, NEW LONDON, CT C706320		4. TO (Responsible origin Personal Property Shipping Office) a. NAME TRANSPORTATION OFFICER (FL)			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE T.O. USCG BASE, 196 TRADD ST. (CAPS) CHARLESTON, SC 29401		b. ADDRESS (Street, City, State, Zip Code) U.S. COAST GUARD ACADEMY 15 MOHEGAN AVE NEW LONDON, CT 06320			
6. MEMBER OR EMPLOYEE INFORMATION (803) 724-7610/7613					
a. NAME (Last, First, Middle Initial) Smithe, Sam N.		b. RANK/GRADE ENS/O-1		c. SSN 123-12-1234	
				d. AGENCY U.S. COAST GUARD	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING					
a. HOUSEHOLD GOODS / UNACCOMPANIED BAGGAGE / ITEMS / NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS 1500 LBS		(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (Enter none, if not applicable)		(3) EXPENSIVE AND VALUABLE ITEMS. NUMBER OF CARTONS	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER		(2) LENGTH		(3) WIDTH	
				(4) HEIGHT	
				(5) TYPE EXPANDO (Describe)	
(6) MOBILE HOME SERVICES REQUESTED (X as applicable)					
(a) Contents Packed		(b) Mobile Home Blocked		(c) Mobile Home Unblocked	
(d) Stored at Origin		(e) Stored at Destination			
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
(1) PERMANENT X (2) TEMPORARY		COMDT USCG		CGC Neversail, PORTSMOUTH, VA	
d. DATE OF ORDERS (YYMMDD) 931104		e. ORDERS NUMBER 1294234P12345		f. PARAGRAPH NO.	
				g. IN TRANSIT TELEPHONE NO. (Include Area Code) 804 123-1234	
h. IN TRANSIT ADDRESS (Street, City, State, Zip Code) RT 1 BOX 1, ANYTOWN, NY 01234					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Address, City, County, State, and Zip Code) (If mobile home, also include mobile home court name) U.S. COAST GUARD ACADEMY (GSK) NEW LONDON, CT 06320			a. ADDRESS (Street, Address, City, County, State, and Zip Code) (If mobile home, also include mobile home court name) RT 1 BOX 1 ANYTOWN, NY 01234		
b. PHONE NUMBER (Include Area Code) (203) 444-1234			b. AGENT DESIGNATED TO RECEIVE PROPERTY Susie Smithe		
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)					
12. SCHEDULED DATE (YYMMDD) FOR					
a. PACK 93 Nov 24		b. PICKUP 93 Nov 24		c. DELIVERY 12/7/93	
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")					
a. FROM		b. TO		c. NET POUNDS (Actual or est.)	
				d. POUNDS OF PROFESSIONAL BOOKS, PAPERS, EQUIPMENT (Actual or est.)	
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS. I Certify that I have read and understand my shipping responsibilities and storage conditions printed on the reverse side of this form.					
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED		c. ADDRESS OF CONTRACTOR (Street, City, State and Zip Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE			b. CERTIFIED BY (Signature)		
			c. TITLE		

DD Form 1299, DEC 85

N 0102-LF-001-2992

Effective June 1, 1986 all previous editions of this form are obsolete.

Figure 12C-36 DD-1299, Application for Shipment and/or Storage of Personal Property